

DOCUMENT RESUME

ED 051 187

SP 007 251

AUTHOR Ayers, George; And Others
TITLE Driver and Traffic Safety Education. Program Guide.
INSTITUTION South Carolina State Dept. of Education, Columbia.
PUB DATE [68]
NOTE 43p.

EDRS PRICE EDRS Price MF-\$0.65 HC-\$3.29
DESCRIPTORS *Curriculum Guides, *Driver Education, *Secondary
Grades, Traffic Safety

ABSTRACT

GRADES OR AGES: Secondary level. SUBJECT MATTER: Driver education. ORGANIZATION AND PHYSICAL APPEARANCE: Most of the guide is divided into short sections of less than one page. An index to the sections is provided at the beginning of the guide. A two-page section on course content for classroom instruction is laid out in two columns, one for objectives and one for content. The guide is offset printed and edition-bound with a soft cover. OBJECTIVES AND ACTIVITIES: General objectives for the course are outlined in an introductory section. The section on course content correlates objectives with general activity descriptions. Suggestions are also made for scheduling, timing, and credits and for incorporating televised instruction, simulation, and on-the-road practice into the course. INSTRUCTIONAL MATERIALS: The guide includes ample forms such as letters to parents and agreements with makers of dual-control cars and insurance companies. It also contains a brief bibliography and lists of informational bulletins available from the AAA and sources of audiovisual materials. STUDENT ASSESSMENT: No mention. (RT)

ED051187

DRIVER AND TRAFFIC SAFETY EDUCATION

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STATE DEPARTMENT OF EDUCATION
COLUMBIA, SOUTH CAROLINA

SP007251

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PREFACE

The message conveyed by some two million students enrolled annually in high school driver education courses is that driver and traffic safety education must become an integral part of their education.

Driver and traffic safety education is acclaimed by parents as a way for their children to develop self-confidence in driving as well as acceptance of personal responsibility. It is recognized by many insurance companies as evidence of individual desire to improve driving practices. It is required by law as part of the National Traffic Safety Program enacted by the Congress of the United States. It is also required by South Carolina law.

Driver and traffic safety education should be presented in the curriculum, not only as a means of saving lives, reducing personal injury and eliminating economic loss, but also as part of an ultimate educational objective — the development of good citizenship.

It is vital to the well-being of all highway users that all educators accept their share of responsibility for the development of this program. I am confident that those in charge of South Carolina schools will do their utmost to improve the accident record of youthful drivers so that our young people may live to enjoy the fruits of their education.

DR. CYRIL B. BUSBEE

State Superintendent of Education

INTRODUCTION

By legislative mandate, all South Carolina high schools (grades 9-12) must provide an opportunity for their students to complete driver education. Thus, the State of South Carolina has recognized the fact that the use of motor vehicles has become a necessity, and joins with others in deploring the constantly mounting death and accident rates. It is the goal of the State Department of Education that each high school student have the benefit of driver education.

In the belief that most traffic accidents are caused by driver failure, the State has indicated that acquirement of knowledge, development of manipulative skills, and acquisition of proper attitudes toward proper use of the motor vehicle is basic to good citizenship.

Many studies have indicated that sound programs of instruction can have a lasting effect on the reduction of traffic accidents. At the very least, driver training will establish more confidence in the use of motor vehicle equipment.

It is evident, therefore, that driver and traffic safety education must become a part of the general education of all students, not only for living, but also as basic preparation for responsible citizenship.

DR. W. BRUCE CROWLEY, *Director*
Office of General Education

ACKNOWLEDGMENTS

A decade ago a *Guide for Driver and Traffic Education* was written. As time brought about changes, need for a revision of this guide became obvious.

Appreciation is expressed to Dr. W. Bruce Crowley, Director of the Office of General Education; Henry G. Hollingsworth, Chief Supervisor of Secondary Education Section; Albert H. H. Dorsey, Chief Supervisor of the Curriculum Development Section; Sewell C. Hawkins, Certification Supervisor, all from the South Carolina State Department of Education, and Captain Billy Fallaw who heads the South Carolina Highway Department Driver and Traffic Improvement Division, for their interest and support in this undertaking.

Special recognition is given to Major General F. S. Bowen, USA (Ret.), Coordinator, South Carolina Highway Safety Program, and to Brigadier General R. J. Barnick, USAF (Ret.), Deputy for Programs, South Carolina Highway Safety Program, for their foresight and planning for financial support for this project.

The State Department of Education is deeply appreciative of the assistance given by a large group of other interested individuals, organizations, and other state departments in the development of this guide.

Writers

George Ayer
Anderson School District Five
Anderson

R. E. Bernstein
Gaffney Senior High School
Gaffney

G. A. Garrett
Supervisor of Occupational Safety
South Carolina Highway
Department
Columbia

J. R. McCain
W. E. Parker High School
Edgefield

James T. McCray
Whittemore High School
Conway

Mrs. Florence Burch, Supervisor
Spartanburg School District Seven
Spartanburg

Dr. Marion Carr, Coordinator
Health and Safety Instruction
Physical Education Department
University of South Carolina
Columbia

Professor Harry C. Stille, Head
Department of Physical Education
and Driver Education
Erskine College
Due West

Charles A. Stuart
Richland County District One
Columbia

Miss Ann Turner
Thornwell High School
Clinton

Consultants

Harold O. Carlton
Educational Consultant
American Automobile Association

Albert H. H. Dorsey
Chief Supervisor
Curriculum Development Section
State Department of Education

Captain Billy Fallaw
Traffic Safety Supervisor
South Carolina Highway Dept.

Dr. Warren Giese, Head
Department of Physical Education
University of South Carolina

Sewell C. Hawkins
Teacher Certification Supervisor
State Department of Education

Isaac E. McGraw
Assistant Coordinator
Technical Assistance Unit
State Department of Education

W. Eugene Smith
High School Supervisor
State Department of Education

Edward M. Wiley
High School Supervisor
State Department of Education

We further wish to express our appreciation to the members of this committee for their untiring efforts and their dynamic leadership in Driver and Traffic Safety Education in general.

L. L. DUNLAP
Supervisor of Driver and Safety
Education

PURPOSE

The primary purpose of driver and traffic safety education is to develop the knowledge, skills and attitudes necessary for the safe and efficient movement of people and goods in traffic. Through legislative enactment, South Carolina has made a commitment to support the secondary school driver and traffic safety education program for all eligible youth. ("South Carolina Standards on Driver Education" under the Highway Safety Act R-521, Act No. 362, Sec. 9, of 1965 is found in the Appendix.)

COURSE OBJECTIVES

The driver and traffic safety education course will help the student become a safe, competent driver. It should instill in him an awareness of the hazards he will encounter as a pedestrian or driver. While it is not expected that he will be an *expert* driver at the completion of the course, he should (1) demonstrate the basic skills necessary for handling an automobile in city traffic and on the open highway; (2) have a thorough knowledge and understanding of laws governing motor vehicle operation and of the signs used along the streets and highways for the direction and protection of the motorist; (3) acquire a fundamental attitude of cooperation with other drivers and pedestrians; (4) demonstrate self-control and prove that he realizes the responsibility involved in handling a vehicle in traffic.

ADMINISTRATION

South Carolina's deplorably high traffic accident rate can be rectified, in part, through education. The 1966 South Carolina Legislature enacted the section of the general appropriations bill which ordered the establishment of driver and traffic safety education courses in all public secondary schools, effective July 1, 1968.

The State Board of Education was empowered to establish all rules and regulations implicit in requiring credit for completion of this course. It set a minimum requirement of 30 hours of classroom instruction and six hours of driving.

The State Board was also instructed to allow reimbursement to school districts where an approved course was conducted. (See Appendix, South Carolina Law, Section 9, General Appropriation Bill 4/9/66.)

Consequently, the board established rules and regulations for

qualification for reimbursement. (See Appendix, Rules and Regulations necessary for schools to qualify for reimbursement.)

This program guide is designed to provide an authoritative foundation and procedures for the organization or continuance of driver and traffic safety education courses in high schools.

Installation of this course or implementation of existing courses requires leadership and full support of the administration to make the course a permanent, integral part of the secondary school curriculum. The course has fine public relations value since its effects are demonstrated before the public. The public should be kept well informed of its progress.

The success of the program depends on the character, personality, preparation, and ability of both the instructor and his supervisor.

Errors can be avoided and mistakes minimized by attention to the following information.

NATIONAL HIGHWAY SAFETY BUREAU STANDARDS

The NHSB was established in part to coordinate and guide federal and state highway and traffic safety programs, to promote the utmost use of accepted safety practices, and to investigate methods, procedures, and apparatus which might lead to improved highway use and a reduction in traffic crashes.

NHSB Standards for Driver and Traffic Safety Education must include, but need not be limited to, the following:

1. Basic and advanced driving maneuvers, including techniques for emergencies and inclement weather.
2. Rules of the road including state laws and local ordinances.
3. Vehicle maintenance with emphasis on motor vehicle systems and sub-systems for safety.
4. Operation of vehicles on streets and highways with emphasis on:
 - a. avoiding collisions;
 - b. protection of driver and passengers in case of collision; and
 - c. protection of driver and passengers after collision.
5. Signs, signals, markings, and highway design to increase safety.
6. Differences in urban and rural driving with special attention directed toward expressway driving techniques.

7. Nature's laws relating to vehicle control.
8. Pedestrian safety from both the driver and pedestrian viewpoints.
9. First aid.

STATE STANDARDS FOR DRIVER AND TRAFFIC SAFETY EDUCATION TEACHERS

Driver and traffic safety education places heavy demands upon the teacher's mental and physical capacities and leadership ability. Naturally, it would be unwise for an inexperienced driver to undertake this important and demanding task.

Consequently, all persons who teach in any phase of the program are expected to meet certain standards.

General Standards

1. At least 21 years of age.
2. A citizen of the United States of America.
3. An even temperament, a high degree of patience, and sufficient maturity to command respect of students.
4. Physical qualities appropriate to demands, such as normal use of both eyes, both ears, both hands, and both feet; normal motor coordination and absence of uncorrected physical limitations.
5. A valid driver's license.
6. An extensive driving background including:
 - a. two years of satisfactory driving experience;
 - b. driving different makes or types of vehicles in cities and on highways under various traffic, weather and road conditions; and
 - c. a driving record free from repeated accident experience and traffic law violations subject to investigation.

It is recommended that the employer request this information about all applicants for teaching positions from the Driver License Division of the State Highway Department.

Teacher Preparation Standards

1. A valid South Carolina academic teaching certificate.
2. Successful completion of a three-semester-hour instructor's course in driver and traffic safety education. An additional three semester hours in driver and traffic safety education is recommended. The additional three semester hours must be completed within five years of the original course. It is also suggested that the

following areas be studied to build a background of cognitive information.

- a. principles of guidance and counseling
- b. curriculum development and improvement
- c. general safety education
- d. first aid
- e. methods of instruction in simulation and on ranges
- f. personality factors in traffic safety
- g. traffic engineering fundamentals
- h. measurement and evaluation in traffic safety

Teacher Certification

When all teacher requirements have been met, driver education certificates will be issued upon the application of the potential teacher to the State Teacher Certification Office. The application procedure is the same as that for other teaching certificates.

Plans for the future include extending teacher preparation standards to twelve semester hours for certification.

INSTRUCTIONAL SCHEDULING AND CREDIT

In keeping with the provisions of the National Highway Safety Act of 1966, implemented by South Carolina legislative approval, it is necessary to schedule driver and traffic safety education so that all eligible students may participate. While it may be necessary, in some cases, to schedule the in-car phase of instruction after school hours, every effort should be exerted to schedule all students for driver education during the regular school day.

The classroom phase shall be scheduled in keeping with the usual policy of other subjects in the curriculum. While it is advisable to arrange for in-car instruction at the same hour as the classroom phase, either integrated with it or following it, the needs of the students merit primary attention and the convenience of the school scheduling policy is secondary.

Where simulators are used, they should be integrated with in-car instruction and where possible with all phases. Classroom and in-car; classroom, simulation, and in-car; or classroom, simulation, in-car, range and on-street instruction should be scheduled to supplement each phase to the greatest extent.

RECOMMENDED TIME REQUIREMENTS

It is recommended that the standard high school driver and traffic safety education course extend over a full semester of

90 periods. It is suggested that secondary schools initiating the course organize classes on a full-semester basis.

The recommended procedure to meet the time requirement and to offer a $\frac{1}{2}$ unit of credit would be to provide a minimum of 90 periods per student (five periods per week per semester or their equivalent). This means that for $\frac{1}{2}$ unit of credit, the student must receive at least five periods of instruction per week for a semester of 18 weeks or an equivalent length if the course covers a longer or shorter period.

One method of providing a minimum of 90 instructional periods would be to schedule 40 periods of classroom instruction and 30 periods for the students in the dual-control car. This would provide six hours of driving and 24 hours of participation in in-car instruction. The remaining 20 periods could be distributed between classroom and in-car instruction according to need.

SUMMER SCHOOL

If instruction is scheduled during the summer, the amount of time devoted to the program must be equivalent to that of a course offered during the regular school year. No summer course shall be conducted over a period of less than six weeks.

TIME IN DRIVING SIMULATORS

Some schools are using driving simulators in conjunction with the in-car phase of the program. Where such devices are used, the time spent in simulation shall be at the ratio of four hours in the simulator to one hour of in-car driving. Regardless of how much excess time is spent in simulators, a minimum of three hours instruction must be in-car driving experience for each student to satisfy time requirements. When simulation is used and the block system of instruction is in effect, the same instructor must teach simulation at each teaching station. All simulators used to substitute for driving time must be approved by the Supervisor of Safety and Driver Education of the State Department of Education.

Teaching machines and other innovations may be used as part of the classroom instruction phase, but not in the in-car phase. State approval is not necessary for introduction of teaching machines or other innovations, although notification of the Supervisor is desirable.

TIME ON DRIVING RANGE

Where multiple car driving ranges are used, substitution of four hours of the minimum of six hours required may be made

on the basis of two hours on the range for one hour on the street in traffic.

TIME IN SIMULATION AND ON RANGE

Some school systems may use both simulation and the multiple car technique. When such a program is developed, the standard of two hours driving in traffic per student must be attained. The other four hours of the minimum of six required can be divided in any way the teacher desires, following the above mentioned time allotments, i.e., simulation—four for one; multiple car range—two for one.

METHODS OF SCHEDULING

Assignment of all students to regular classes of driver and traffic safety education is highly desirable. It is preferable that they be assigned so as to complete the course when they are of the legal age to begin driving.

Groups of two to four students shall be scheduled for the in-car phase. At no time shall the instructor conduct in-car instruction with fewer than two students.

Where full-time driver and traffic safety education instructors are used, it is highly recommended that one planning period per day be provided for conferences, make-up work, student problems, and car maintenance.

There are various methods used by schools to meet the needs of students and comply with time requirements:

Plan A—Envisions a class regularly scheduled in a certain period with both the classroom and the in-car phase of instruction conducted by the same teacher in that period. This limits the class size by the time available.

Plan B—Envisions a class regularly scheduled for the classroom phase only and necessitates a vacant period later in the school day for the in-car phase.

Both Plans A and B have the advantage of integrating both phases of instruction with all time requirements completed in one semester.

Plan C—Envisions the classroom phase completed for a large group of students within the scheduled time span. The in-car phase would follow according to the availability of the students. While easier to schedule, this plan has the disadvantage of requiring much re-teaching during the latter phase of

the work. It would certainly not take advantage of student readiness, interest and recall.

Plan D—Envisions the use of modern teaching tools such as television or teaching films in driver education. Under this plan a large group of students may meet one period of the week for the television or film lesson. The second class period, composed of smaller groups, would be conducted by the local teacher on a discussion basis. By use of this method, four classes of 25 students each could accomplish in five periods what would normally require eight periods. The in-car phase would be scheduled as students are available.

Combinations and variations of the above suggested plans may fit a school program. Specific scheduling plans of various schools are available from the State Supervisor of Safety and Driver Education.

The minimum time requirement is 30 class hours of 60 minutes each (a total of 1,800 minutes) in classroom instruction, plus at least six class hours of 60 minutes each (a total of 360 minutes) in supervised driving in a dual-control car. To assure quality instruction for all students, time allowances to take care of individual student's aptitude should be provided above these minimums.

To assure 30 hours per student in classroom instruction, the following should be taken into consideration:

Minutes per class period	Minimum number of sessions required
50	36
55	33
60	30

To assure six hours per student in actual driving instruction, the following schedule should be considered:

Minutes per class period	Minimum number of sessions required		
	2 students in car	3 students in car	4 students in car
50	15	22	29
55	14	20	27
60	12	18	24

COURSE DESCRIPTION

The following outline of the course of instruction is designed to place emphasis on the mastery of knowledge, acquisition of

proper attitudes, and development of skills required of the student for satisfactory driving and traffic citizenship. These are considered minimum, measurable goals.

The desired outcomes are expressed in terms of accomplishment with a view toward establishing a standard for comparison in final evaluation of the student.

To attain these outcomes, it is suggested that the corresponding areas of content be utilized. The areas of content are minimal in scope and the innovative teacher will seek out still other items of appropriate content to enrich the course.

CLASSROOM INSTRUCTION

Student Goals

Content

Study of the Motor Age

The Student:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. understands the effect the motor vehicle has on modern living. 2. realizes the extent of motor vehicle accidents and monetary losses. | <ol style="list-style-type: none"> 1. The nature and scope of the young driver problem. 2. The effect of driver education in meeting a national problem. 3. The extent of motor vehicle use in today's society. 4. Highway traffic control as a major social and economic problem in this country. 5. Reduction of violation accidents and fatalities. |
|---|---|

Driver Characteristics

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. appreciates the need for a personal commitment to good driving. 2. understands the emotional factors which influence the behavior of drivers and pedestrians. 3. realizes the relationship of personality traits to self-respect and self-discipline which guide behavior while driving or walking on public roads. 4. readily adapts good driving habits to varying environmental conditions. 5. understands the basic principles of the defensive driving concept. 6. understands how alcohol and drugs affect the physical and | <ol style="list-style-type: none"> 1. The effect of general health and physical qualities on safe driving. 2. Driver disabilities. 3. Controlling situations that produce emotional outbursts. 4. Handling emotional situations such as a challenge to a drag race. 5. The effects of alcohol and drugs on the driver. 6. The social drinker as a major problem. 7. Constructive measures and legal penalties necessary to control drinking drivers. 8. Effects of medication on driving. |
|---|---|

Student Goals

- psychological characteristics of drivers.
7. appreciates driver responsibility as the most important ingredient in traffic accident reduction.
 8. is able to render first aid care in the event of accidental injury.
 9. understands the physical qualities vital to safe vehicle operation.
 10. understands the need for continued evaluation of personal physical capabilities.
 11. realizes that mature judgment and attitude are more important in safe vehicle operation than physical capabilities.

Content

9. Basic first aid procedures.
10. Psycho-physical testing procedures.
11. The value of judgment and attitude in safe vehicle operation.

Law Enforcement

1. willingly cooperates with routine state safety inspections.
2. understands and respects the physical forces involved in motor vehicle operation.
3. knows state traffic laws and regulations and understands the Uniform Motor Vehicle Code.
4. supports law enforcement measures.
5. understands state licensing and registration procedures.
6. understands sources of aid available in the event of an accident.
7. voluntarily obeys traffic laws and respects law enforcement officers.
8. understands Nature's Laws involved in motor vehicle operation.
1. South Carolina laws to promote orderly and efficient movement of traffic.
2. Laws of nature which serve as a basis for written laws.
3. Gravity, friction, and kinetic energy — three natural forces that have the greatest effect.
4. Driver's moral and legal responsibility for rendering aid.
5. Uses and effects of the Uniform Vehicle Code and model traffic ordinances.
6. Law enforcement measures and licensing and registration procedures.

Knowing Your Car and Automobile Economics

1. understands the mechanical operation of a car.
2. Practices preventive maintenance.
3. appreciates and uses "safety package" in cars.
1. The location, function, and operation of the controls as important prerequisites.
2. The expense of motor vehicle operation.
3. Preventive maintenance for safe-

Student Goals

4. knows the factors involved in buying a new or used car.
5. understands the role of insurance and financial responsibility in car ownership and operation.

Content

- ty, economy, and pleasure.
4. Major considerations in buying a car.
5. Testing and examining a used car.
6. Highly impractical decisions based on emotions.
7. Insurance premiums and liability losses.
8. Premium discount for successful completion of an approved driver education course.

Signs, Signals, and Markings

1. appreciates the effects of highway engineering upon efficient traffic movement and safety.
2. understands the functions of signs, signals, markings, channelization, acceleration lanes and grade separations.
1. Important sources of information for direction and behavior.
2. Their important role as the number of cars and the complexity of traffic increases.
3. Uniformity to reduce confusion and danger.

Car Maneuvers

1. follows precisely recommended driving skills.
2. understands the procedures for unusual or abnormal situations, and is capable of meeting them.
3. understands the differences among rural, city, and expressway driving.
4. readily transfers from automatic to standard transmission vehicles.
5. is capable of coordinating clutch, accelerator and brake on a standard transmission car.
6. uses proper hand and arm motions in steering and signaling.
7. coordinates hand and foot movements.
8. utilizes proper procedures for starting, stopping, and turning.
1. Basic principles in driving an automobile:
 - a. length and width of car
 - b. blind spots in driving
 - c. how and when to start moving
 - d. how and when to slow down
 - e. how and when to stop
 - f. techniques of turning and proper recovery.
2. Greater demands on driver and vehicle as a result of sustained high speed.
3. Hypnotic effect of long distance driving.
4. Procedures related to abnormal driving situations.

Development of Defensive Driving Techniques

1. Understands the factors that contribute to a collision.
2. Is not sympathetic toward traffic violators.

Recognition of safety and control devices.

Recognition of and obeying signs, signals, and markings.

SUMMER PROGRAM

This program must meet the same requirements as the program offered in the regular term of school. The program should be planned well in advance of the ending of school.

1. The summer school program is not a substitute for regular semester offerings. It is to be used as an extension of the regular school year program after a determined effort has been made to provide driver and traffic safety education for all eligible students during the regular school year.
2. All provisions applying to the regular semester are to be met—time requirements, required records and reports, eligibility, teacher qualifications, etc.
3. Approval for offering the summer program must be secured from the proper administrators at the local and state levels.
4. Schedules should be available to show how time requirements will be achieved.
5. Instructors shall be reimbursed at the same rate of pay for summer instruction as for the regular school year.

MULTIPLE CAR DRIVING RANGE

The feature of this technique is that a number of cars can be driven in one area at the same time under the direction of one or more teachers. Laboratory instruction and practice is thus provided. The area may be a closed street, a parking lot, or a specially prepared surface having space wide enough for multiple lane traffic, intersections, grades and curves, lane parking, signs and signals, and an effective method of communication between teachers and students in the cars. Without doubt, use of the range plan can save teacher time. One teacher can instruct several students in separate cars at the same time. When this technique is used, each student must have at least two hours of actual driving experience in traffic to comply with state requirements.

Approval of this type of facility must be made by the Supervisor of Safety and Driver Education of the State Department of Education.

Various range plans are included in the Appendix.

MATERIALS AND TEACHING AIDS

Every student should have available a driver education textbook for his own use. In addition, workbooks, driving guides,

standardized classroom tests, road tests in traffic, and supplementary teaching materials are of valuable assistance to both teacher and students. Equipment contributing to broader teaching and learning includes:

1. psycho-physical devices for checking visual ability, hearing, and reaction time;
2. mechanical models to bring three-dimensional visual aids;
3. magnetic boards, flannel boards, mock-ups, and parking boards for visualizing traffic situations;
4. stanchions, traffic cones, decelerometers, jerk recorders, and brake reaction testing detonators for use in the laboratory training and testing phase; and
5. transparencies, filmstrips, and films.

It is wise to remember that it is the proper use of teaching aids and materials that produces results, not merely their availability. The key factor in student achievement is teacher competency in planning and delivering good instruction.

AUXILIARY PERSONNEL

Regularly certified driver education teachers are often so busy with tasks associated with, but not an actual part of, teaching that too little time is available for planning and implementing exemplary learning experiences. Teacher aides are a means of alleviating the work load.

If teacher aides are used, they should be employed directly by school systems in the same way that professionally qualified substitute teachers are employed. School boards should not contract with intermediary agencies for the services of auxiliary personnel.

As in other subject areas, the proper role of the teacher aide can be thoroughly understood. The service of the teacher aide must not become a rationalization for replacing the professional teacher.

Minimum qualifications for teacher aides in driver education should be (a) graduation from a recognized secondary school (or the equivalent), (b) current state driver's license, and (c) a satisfactory driving record. In addition, auxiliary personnel need both pre-service and in-service orientation to driver education. Aides can assist driver education teachers by freeing them from time-consuming duties. Such duties might include (a) performing clerical duties; (b) operating audio-

visual and special equipment; (c) monitoring study periods not counted as class time for driver education; (d) garaging and maintaining driver education cars; (e) driving students to and from an off-street, multiple car driving range; and (f) carrying out other non-teaching tasks assigned by the teacher or administrator responsible for the driver education program.

FUNDING

Funds for financing driver and traffic safety education programs in the secondary schools of South Carolina have been provided by the General Assembly under South Carolina Law, Section 9, General Appropriation Bill, which became law on April 9, 1966. (See Appendix)

In order for a school district to qualify for reimbursement of funds under the Highway Safety Act, the district must operate an approved driver education program which meets the following rules and regulations.

- A. The course shall be organized on a semester or yearly basis and shall include as a minimum 30 classroom hours of instruction, 12 hours of in-car instruction with 6 hours behind the wheel driving.
- B. All classes shall be scheduled and reported on the South Carolina high school accreditation application blank or the South Carolina summer school accreditation blank. Any exception to this procedure must be approved by the State High School Supervisor.

METHODS OF OBTAINING DUAL-CONTROL DRIVER EDUCATION CARS

Cars may be obtained for school use by loan, lease, or purchase. The most common method is borrowing from a dealer. Where this method is used, a contract should be in effect carefully delineating the responsibilities of all concerned. Most car manufacturers and the American Automobile Association have a dual-control car loan program for driver education. Car loan agreement forms are available from them.

All dual-control cars secured on a loan basis shall be used only for driver and traffic safety education.

Cars owned or leased by the school district used in the program *must always be available for scheduled in-car instruction.* If or when the vehicle is used for other purposes, identification with the driver and traffic safety education program must be

removed or covered. Special care must be taken that riders in the car do not handle the dual controls.

Regardless of whether cars are acquired by loan, lease, or purchase, arrangements must be made for adequate insurance to cover liability in case of accidents. The school district must develop a policy governing the use of driver education vehicles, including circumstances and times for use and personnel authorized to use them.

In addition, a definite plan should be followed concerning inspection, servicing, and repair. *No car should be used when it is not in proper operating condition.*

(See Appendix for procedure and application for obtaining dual-control cars.)

INSURANCE

Administrative officials and instructors should make certain that automobiles used for driver education are adequately insured to protect *all* concerned.

Coverage for driver education should include, but not be limited to:

- \$100,000 to \$300,000 bodily injury liability,
- \$25,000 or more property damage liability,
- collision insurance,
- comprehensive coverage (fire, theft, etc.), and
- medical coverage for driver and passengers.

It is recommended that insurance policies cover students, instructors, the school district, and the owner of the vehicle.

STUDENT FEES

Since the State Legislature has indicated that driver and traffic safety education must be made available to all students and has provided funds to implement the law, it would seem rather obvious that the Legislature meant to underwrite the cost of the program, so far as possible.

If, in spite of this, an individual school system feels that a fee should be charged, it must be remembered that the fee plus state reimbursement cannot exceed \$50.

Nothing in the above statement shall have any effect on adult education where it is customary to underwrite courses by fees and where other reimbursement is provided.

RECORDS

In addition to the usual information on student progress kept by the school and the instructor, it is advisable for the

school to have available for inspection or research purposes the following records:

1. The number of the instructor's certificate in driver education.
2. A class schedule for each period of driver and traffic safety education in each school applying for reimbursement.
3. A list of students currently enrolled.
4. A list of students satisfactorily completing the subject with the amount of credit given.
5. Information concerning insurance coverage on the dual-control car(s).
6. Accident reports involving the dual-control car(s).
7. Inventory of textbooks, related instructional materials, psycho-physical testing equipment, visual aids, teaching devices and simulators.
8. Reports dealing with reimbursement, numbers of students involved, dual-control car(s) used, etc. The Supervisor of Driver and Safety Education of the State Department of Education will provide these and other report forms which may become necessary in the future. Copy of the reimbursement form and suggested record form, and letters to parents, student approval, are found in the Appendix.

Proper management of resources demands accurate information. Knowledge of the location and longevity of use of materials and equipment can save much time and money when instructors change or classrooms are moved.

SUPPLEMENTING CLASSROOM INSTRUCTION WITH ETV

Although the whole course is of the utmost importance, it is during the classroom phase that the foundations for future traffic citizenship are laid. Here background knowledge is gained, opportunities for experience are offered, and the basic attitudes toward acceptance of individual responsibility and sharing are formulated.

One of the principal difficulties encountered in a statewide course of instruction is the lack of uniformity of presentation and the tendency of the teacher to place undue emphasis on his own areas of interest. There is nothing wrong with individual teacher interpretation and expansion of the basic outline as

presented in this guide. However, care must be taken that the course be taught in its entirety.

Because of the unique opportunity of teachers to avail themselves of the South Carolina Education Television facilities, it is possible for all instructors to use the same fundamental basis for driver and traffic safety education by scheduling the ETV series "Sportsmanlike Driving." This series has 30 classroom lessons of about 29 minutes each. Designed to provide significant background and information and to relieve the teacher of repetitive classroom presentations, it offers a consistent foundation for classroom discussions. It is not designed to replace classroom instruction but rather to supplement available teaching tools.

One of the values of this approach is that the ETV presentation can be made to larger numbers of students than usual. Class time saved may be used by the teacher for individual and group aid.

Investigation of this approach to the classroom phase should be made through contact with the S. C. Educational Television Studio, 2712 Millwood Avenue, Columbia 29205. A teacher's guide is available detailing not only each lesson outline but also various means of organization and scheduling, as well as suggestions for teachers.

When it is impossible for an instructor to schedule his course with the scheduled ETV reception, the same lessons on film can be secured from the Audio-Visual Library of the South Carolina Department of Education. The *ETV Teacher's Guide* also applies to the filmed series.

COMMERCIAL SCHOOL STANDARDS AND PROCEDURES

Commercial driving schools render a valuable service to the motoring public not only in the preparation of adults for driving but also in the extension of driving experiences for high school trained youth.

Commercial schools in South Carolina are regulated and supervised by the State Highway Department. Training of instructors is required and authorization to operate is granted through licensing. (See Appendix)

PUBLIC RELATIONS

Publicity regarding driver education should be an integral part of the school's public relations programs.

School systems offering driver education should develop among the teaching personnel, students, and the public an appreciation of the values to be derived from this program.

Cooperation should be enlisted from newspapers, radio and television stations, advertising media, safety interest groups, public and private agencies, and parent-teacher associations.

Full recognition should be given to individuals and groups assisting in the programs. All publicity should reflect the nature of driver education as a school program to which supporting organizations contribute.

Close cooperation should be maintained with local law enforcement officers, the highway department, driver licensing authorities, public safety departments, the highway patrol and other official groups for technical advice, assistance, and coordination of the school program with the community public safety effort. A definite program should be developed and operated to utilize effectively the facilities and personnel resources of these groups.

MOTORCYCLES, MOTOR SCOOTERS, AND MOTORIZED BICYCLES

Because of the increasing number of two-wheeled vehicles now in operation and the large number of serious accidents occurring to operators of these vehicles, it is obvious that an educational program for these operators is needed.

This program of instruction should be given by the driver and traffic safety education instructor. It should be given at the grade level at which the largest number of students reach the legal driving age for such vehicles. (This age is the same as that for operating any motor vehicle.) Classes for these students should be separate from the regular driver education classes.

The course should include:

1. eight hours of classroom instruction, and
2. four hours of laboratory instruction,
 - a. skill tests
 - b. road test
 - c. inspection of vehicle

The objectives of this instruction are:

1. to teach the legal requirements and safety practices necessary for safe operation of these vehicles;
2. to teach the safety features and limitations of two-

- wheeled motorized vehicles;
3. to teach proper maintenance of these vehicles;
 4. to develop driving skills and judgment.

South Carolina law now requires the use of approved protective helmets, goggles, face shields, and windscreens. (See South Carolina Highway and Motor Vehicle Laws, Act No. 144 of 1967.)

DRIVING PERMITS

Any person who is at least 15 years of age may apply to the Highway Department for a beginner's permit. This permit shall entitle the applicant, having such a permit in his immediate possession, to drive a motor vehicle for not more than six months under the supervision of a licensed driver, who is 21 years of age or over, has had at least one year of driving experience, and occupies the seat beside the driver.

It is advisable for each student who is enrolled in the high school driver and traffic safety education course to obtain a permit. This would enable the student to practice in the family car. (46-155 South Carolina Highway and Motor Vehicle Laws)

It is possible that a student regularly enrolled in an approved driver and traffic safety education course, taught by a certified instructor, may drive without a permit while in the driver education car.

EVALUATION

Evaluation is the process by which the worth of a particular idea, procedure, or experience is measured. It may range from simple subjective judgments to the conclusions reached through formalized research. Every program of driver education should include provision for evaluating the extent to which its objectives are being achieved.

This should be a cooperative program between the schools and the State Highway Department.

PROGRAM FOR MENTALLY AND PHYSICALLY HANDICAPPED YOUTH

To offer driver education to all youth of licensing age, it is necessary that provision be made to serve the handicapped, provided they are capable of meeting state regulations for licensing. (See "South Carolina Drivers Handbook")

This area of driver and traffic safety education is really special education, but it will be reimbursed under the driver education program.

Approval of driving instruction for handicapped youth must be secured from the Supervisor of Safety and Driver Education, State Department of Education. A program and time schedule must be submitted for approval.

ADULT EDUCATION

Nothing in this Guide should discriminate against the development of basic courses in driver and traffic safety education for adults and youths out of school.

The beginners' course, which should be more compact and adjusted for adult instruction, could be self-supporting through fees. At present, no reimbursement can be offered.

The school should investigate the possibility of offering a driver re-training course for motor vehicle operators referred to it by courts or the Highway Department.

Adult licensed drivers who feel the need for improvement of driving knowledge and skill should also have an opportunity to be served by the local school.

These two areas could be self-supporting through fees paid to the school, not to the teacher. Teachers should be cautioned not to over-extend themselves by taking on a heavy instructional load in these areas in addition to their regular program.

CONCLUSION

The product of the driver education program is not, nor is it intended to be, a fully experienced driver. Upon successful completion of the course, the student should have a broad foundation of knowledge about himself as a driver, about the car, and about streets and highways. He should also have an understanding of what constitutes proficiency in driving, a sense of personal and social responsibility as a driver, and an established pattern of sound habits and practices at the wheel.

From this point, the student must continue to be a learner in order to improve his driving performance through experience. He can do so with confidence and with assurance that his foundation for success in driving is far more substantial than it could possibly be without driver education.

GLOSSARY

Behind-the-Wheel—Learning experiences for the student as a driver at the wheel of a dual-control automobile.

Defensive Driving—"Readiness" to take appropriate action to "defend" oneself and passengers from potential dangers, including errors of other drivers.

Driver and Traffic Safety Education—All those learning experiences provided by the school for the purpose of helping students learn to use motor vehicles safely and efficiently, and to practice them as pedestrians and vehicle passengers.

Dual-Control Car—A car equipped with an extra brake and, where necessary, an extra clutch pedal.

In-Car Instruction—That phase of driver education which provides learning experiences for the student in an automobile.

On-Street Instruction—Driving experience in traffic.

Insurance Credit—Discount on automobile insurance rates awarded students for successful completion of state-approved course of driver education.

Motorcycle—Includes motorcycles, motor bikes, bicycles with motor attached, and all motor operated vehicles of the two-wheel or three-wheel types.

Multiple Car Driving Range—A specially prepared surfaced area for a number of cars having space wide enough for multiple lane traffic, intersections, grades and curves, lane markings, signs and signals, effective communications, and fundamental skill driving experience areas (such as one-way streets, "X" exercise, "T" exercise, figure "8" exercise, hill parallel parking, angle parking, garage exercise, two, three, and four-lane streets, right and left turn lanes, and passing and no passing zones).

Off-Street Driving Area—An area without specific design which is available for practicing driving skills.

Psycho-physical Equipment—Testing devices used to measure varying abilities related to field of vision, visual acuity, distance, judgment, reaction time, color discrimination, etc.

Reimbursement—Every school district conducting a state-approved program of driver education shall receive a sum proportionate to the number of students completing the driver and traffic safety education program.

Safety Equipment—Equipment or devices that lead to comfort, convenience, and safety, of the driver and/or passenger, such as seat belts, shoulder harness, head rest, etc.

School Day Extended—Any controlled teaching experience by a certified teacher after normal school day hours.

Simulation—A teaching device that enables the operator to reproduce under controlled conditions situations likely to occur in actual performance behind the wheel.

Single Car—A teaching method employing one certified instructor per dual-control car with a minimum assignment of two students and a maximum of four students.

APPENDIX
FINANCE COMMITTEE REPORT
ON
GENERAL APPROPRIATION BILL
1966-67

Introduced by Ways and Means Committee

SECTION 9

Driver Education and Training Programs

A. The governing board of any school district maintaining a secondary school which includes any grades nine through twelve, inclusive, shall establish driver education and training programs for students in high school grades.

B. The State Board of Education shall promulgate rules and regulations for establishment by local school districts of approved driver education and training courses, and when duly promulgated shall have full force and effect of law. Such regulations shall require that credit for completion of a driver education training course shall not be given unless the course shall have included not less than thirty classroom hours of instruction in driver education, and not less than six hours of actual behind-the-wheel driving.

C. The rules and regulations of the State Board of Education and training course shall be under the supervision of a qualified driver education teacher. Such rules and regulations shall include instrumental standards, teacher qualifications, reimbursement procedure, and other requirements which will further implement the purposes and intent of this section.

D. The State Board of Education shall allow to each school district operating a driver education program an amount equal to thirty dollars per pupil completing the standard prescribed course in the program in that school district during the preceding fiscal year in accordance with the regulations set forth by the State Board of Education for instructing pupils in driver education and training.

E. This section shall take effect *July 1, 1968*.

THIS SECTION OF THE GENERAL APPROPRIATION BILL HAS BEEN PASSED BY THE SENATE AND THE HOUSE OF REPRESENTATIVES AND RATIFIED BY THE SENATE AND SIGNED BY THE GOVERNOR OF SOUTH CAROLINA ON THE 9TH DAY OF APRIL, 1966.

RULES AND REGULATIONS NECESSARY FOR SCHOOLS TO QUALIFY FOR REIMBURSEMENT UNDER THE HIGHWAY SAFETY ACT PROVIDING FOR DRIVER EDUCATION (R-521, Act No. 362 of 1965)

In order for a school district to qualify for reimbursement of funds under the Highway Safety Act (R-521, Act No. 362 of 1965) said district must operate an approved driver education program which will meet the following rules and regulations:

1. The course shall be organized on a semester or yearly basis and shall include as a minimum *30 classroom hours of instruction, 6 hours of actual behind-the-wheel driving*, in addition to 6 hours of actual observation.
2. *All classes shall be scheduled and reported on the South Carolina High School Accreditation Application blank or the South Carolina Summer School Accreditation blank.* Any exception to the above must be approved in advance by the State High School Supervisor. (See Standards for Accredited High Schools)
3. Classroom instruction shall include subject matter relating to:
 - a. Mental attitudes, social attitudes, and physical characteristics as related to driving.
 - b. Effects of the motor vehicle in modern life, with special emphasis and meaning to teenage drivers.

- c. Laws and regulations affecting use of motor vehicles—voluntary obedience and enforcement.
- d. Characteristics of streets and highways—the growing importance of effective engineering.
- e. Understanding the automobile and its maintenance.
- f. The driver as a consumer of highway transportation.
- g. The driver as a pedestrian and the pedestrian as a driver.
- h. Developing driving skills.
- i. Developing a knowledge of laws relating to the operation of motor vehicles.
- j. Proper acceptance of personal responsibility in traffic.
- k. A true appreciation of the causes, seriousness and consequence of traffic accidents.
- l. Developing the knowledge, attitudes, habits and skills necessary for a safe operation of motor vehicles.
- m. Safety Education—(1) First Aid, (2) Health and Safety (effects of drugs, etc.).
- n. Pre-Crash Concept—Crash Concept—Post-Crash Concept.
- 4. Behind-the-wheel driving refers to actual experiences in road instruction with the student as the *driver* with the teacher present. Here the student gains understanding of the vehicle; experience in checking and evaluating; practice in starting, stopping and controlling the vehicle; driving at various speeds and under typical conditions; learning the techniques of operating safely and efficiently. Behind-the-wheel instruction shall include the following:
 - a. Actual experience in driving a properly marked automobile.
(It is required that a dual-controlled automobile be used.)
 - b. A minimum of 6 hours of behind-the-wheel practice driving with a certified driving instructor.
 - c. Knowledge of the locations and functions of the following:
 - 1. brake pedal
 - 2. clutch (if standard shift)
 - 3. ignition switch
 - 4. starter switch
 - 5. gear selector (if automatic transmission)
 - 6. gear shifts and positions of low, second, high, reverse and neutral (if regular shift transmission)
 - 7. steering wheel
 - 8. turn signal lever and directional light indicators
 - 9. light switch (park, headlights—bright and dim switch and indicator instrument panel lights)
 - 10. speedometer
 - 11. odometer
 - 12. oil pressure gauge or indicator
 - 13. temperature indicator
 - 14. mirrors (inside and outside)
 - 15. sun visors
 - 16. horn ring or button
 - 17. choke (automatic or manual)
 - 18. accelerator
 - 19. parking brake
 - 20. ammeter (or light indicator for charge or discharge)
 - 21. seat adjustments
 - 22. seat belts
 - 23. windshield wiper switch (and washer if provided)
 - d. Practice in starting, stopping, backing and turning the car in off-street areas.
 - e. Driving in rural areas.
 - f. Driving in city traffic.
 - g. Expressway driving (if near enough to expressway to be practical).
 - h. Practice in making left turns, right turns, changing lanes, passing, turning around and in limited areas.
 - i. Parking—parallel, angle, on upgrade, or downgrade.

- j. Practice in entering traffic from parking position—parallel and angle.
 - k. Stopping and starting on incline.
 - l. The multiple car plan and/or the driver simulators (Car Link Trainers) should be considered in large towns or cities with congested traffic.
5. The basic textbook shall be selected from the list of state-adopted textbooks for driver education. (See "Completed List of Adopted Textbooks for South Carolina Public Schools.")
 6. Quoting sections of the General Appropriation Act, passed by the General Assembly and signed by the Governor April 9, 1966:
 "Section 9: The governing board of any school district maintaining a secondary school which includes any grades nine through twelve, inclusive, shall establish driver education and training programs for students in high school grades."
 "The State Board of Education shall allow for each school district operating a driver education program an amount equal to thirty dollars per student completing the standard prescribed course in the program in that school district during the preceding fiscal year in accordance with the regulations set forth by the State Board of Education for instructing pupils in driver education and training." (Section 9 shall take effect July 1, 1968.)
 7. No district shall be eligible to receive payments from the State Board of Education under the provisions of this act unless the driver education and training program of the school district shall have been certified as an approved driver education and training program to the State Board of Education by the State High School Supervisor.
 8. Schools offering driver education and training courses desirous of being reimbursed under the terms of the Highway Safety Act (R-521, Act No. 362 of 1965) shall make a report to the High School Supervisor at the time of filing the regular State High School Accreditation Application, and shall furnish the Department of Education with any other information necessary for the State Board of Education to approve the school's program. The High School Supervisor is to report regularly to the State Board of Education his recommendations of the schools meeting the requirements of the regulations of the Act.
 9. Driver Education must be offered at a grade level which complies with Section 8 of the Act. It is recommended that the course be offered at the grade level where most of the students have or are approaching legal driving age which is the ninth or tenth grades. However, the course may be offered in any grade 9-12. The course shall be limited to students whose physical and mental conditions give reasonable promise to being able to pass the requirements of the State Highway Department for a driver's license.
 10. The teacher must (a) hold a valid South Carolina teacher's certificate, (b) be certified to teach driver education, (c) have completed successfully a basic driver and traffic education instructor's course, (d) have a good personal driving record, and (e) hold a valid South Carolina driver's license.
 11. All school districts operating driver education programs must have liability insurance as required by State Law. (See South Carolina Driver's Handbook.) The board recommends that medical expense insurance be obtained for drivers and passengers in an amount to be determined by the school district or county.
- Schools meeting the above requirements shall receive upon application an amount equal to the actual cost, but in no case to exceed \$30 per student, for each student successfully completing the course in driver education; provided that if the amount budgeted during the fiscal year shall be less than the sum necessary to meet the maximum of \$30 per student, funds shall be prorated on the basis of the total number of students successfully completing the approved driver education course in the state. Application for reimbursement must be made during the fiscal year in which the course is completed.

Traffic Engineering & Safety Dept.
American Automobile Association
1712 G Street, N.W.
Washington, D. C. 20006

PROCEDURE FOR OBTAINING A DUAL-CONTROL CAR

During the 1965-66 school year, 24,231 cars were loaned by dealers without charge for use in public high school driver education courses. When a car is loaned for this purpose, a written agreement should be signed by the parties involved. Such an agreement prevents many misunderstandings and makes it easier for the dealer to obtain an allowance from the factory. Allowances vary from \$250.00 to \$500.00, depending upon the manufacturer and model of car.

Before entering into a formal agreement, the period of assignment should be agreed upon and the school should be in a position to meet the terms of the agreement, especially Items 1 and 2 pertaining to the amount of instruction and the qualifications of the instructor. A school needing assistance to meet these requirements should contact its local AAA Club. Agreements should not be processed until the requirements can be fully met. Any special services to be provided by the local AAA Club should be written into the agreement. Be sure to indicate the number of cars covered by the agreement. Agreement forms are available from the local AAA Club or AAA Headquarters.

Copies of the agreement form should be completely filled out and distributed as follows:

- A. One signed copy for the dealer. (Exception: In case of Chevrolet and Corvair, the dealer should have two signed copies, one of which he mails to his Zone Office.)
- B. One signed copy for the school.
- C. One signed copy for the local AAA Club.
- D. Three completed copies, signed or unsigned, for AAA Headquarters. (Exception: In the case of Chevrolet and Corvair, only *one* copy to be sent to AAA Headquarters and for Chrysler products, *two* copies.)

As soon as the agreement has been signed, arrangements should be made for dual controls and signs or decals to identify the car. These may be secured from the local AAA Club, and should be ordered early so they will be on hand when the car is ready for service.

ALLOWANCES FOR DEALER FURNISHING DUAL-CONTROL CARS
Check marks below indicate conditions under which a dealer is eligible for an allowance. This chart is based on the latest information available, but subject to change at any time.

	Manufacturer			
	American Motors	Chrysler	Ford	General Motors
I. Method of Providing Car:				
a. Loaned Free	x	x	x	x
b. Leased	x	x	x	
c. Sold	x	x	x	
II. Car is Used By:				
a. Public high school	x	x	x	x
b. Parochial high school	x	x	x	x
c. Job Corps school	x	x	x	x
d. College—Courses for instructors		x	x	x
e. Commercial Driving school				
f. AAA Driving School for Adults	x			
III. Period of Time Car is Used:				
a. One semester	x	x	x	x
b. One school year	x	x	x	x
c. Summer Program only		x	x	x
IV. Car replaced under the following				

conditions:

a. New Model replaces old model in October or November ...	x	x	x
b. Car replaced at end of <i>first semester</i> with another car of same year model		x	x
c. Car replaced at end of <i>school year</i> by a new car for use during summer school	x	x	x

V. Models for which allowances are given	American Classic Ambassador	All-passenger cars and light trucks	Ford Fairlane Falcon	All GM passenger cars
VI. Amount of allowances	\$250 to \$500	\$250 to \$500	\$250 to \$400	\$350 to \$400

PARENT'S REQUEST FOR DRIVER EDUCATION

Date _____

Dear _____,

I hereby request that my (son) (daughter), _____ (name), be enrolled in a state approved Driver Education Course, with the understanding that (he) (she) will be under school supervision during the entire course.

Signed _____

(Parent or Guardian)

SUGGESTED FORM LETTER TO PARENTS AT BEGINNING OF COURSE

Date _____

Dear Parents:

Your (son) (daughter), _____ (name), has asked to be enrolled in a state approved Driver Education Course which consists of classroom and driving instruction under the supervision of a competent teacher. The driving instruction is given in a dual-control car which has a brake pedal on the right-hand side for the instructor's use, safety belts, extra rearview mirrors, and other special equipment. Adequate insurance coverage is carried for this car and all who ride in it.

The teacher of this course, _____ (name), has had special preparation for this important work and is certified by the State Department of Education.

Our goal in giving this course is to prepare competent, skillful, and responsible young drivers who will have the right attitude toward safe driving and, therefore, will assist in reducing accidents on the streets and highways.

If you request that your (son) (daughter) take this course, please read and sign the attached blank and have it returned to this school.

Sincerely,

Principal



AGREEMENT FOR USE OF DUAL CONTROL CAR

I. THE AAA AUTOMOBILE CLUB AGREES TO:

1. Assist the school in securing the loan of a current model automobile.
2. Process car agreements under the AAA Driver Education Car Assignment Program and provide for notification of the automobile manufacturer.
3. Provide identifying decals to the Dealer at no charge.

II. THE SCHOOL AGREES TO:

1. Conduct a high quality Driver Education course with practice driving meeting the requirements of the State Department of Public Instruction where such requirements have been set up, otherwise, the following minimum requirements:
30 Clock Hours Per Student of Classroom Instruction
6 Clock Hours Per Student of Practice Driving (exclusive of time spent in the car as an observer)
2. Provide an instructor who has completed special Driver Education teacher preparation of a minimum of 40 clock hours and is otherwise approved by the State Department of Public Instruction. In States which have minimum requirements in excess of 40 clock hours, the State requirements will be considered as a minimum for car assignment.
3. Use the car exclusively for driver education activities, and have a qualified driver education instructor present at all times the car is in operation.
4. Make certain that there is insurance coverage for the protection of the School, the Dealer, the Instructor, other users of the car and list the local AAA Club as "Additional Assured." The coverage should include, but need not be limited to (A) 100-300 thousand dollars Public Liability; (B) 10 thousand dollars Property Damage; (C) 100 dollars Deductible Collision; (D) Comprehensive—Fire, Theft and Tornado Insurance.
5. In the event that the vehicle is damaged, report promptly any such damage to the Dealer and to the insurance company.
6. Identify the car as a "Driver Education Car" and with a Dealer courtesy line 1 1/2 inches high.
7. Have vehicle maintenance done to the satisfaction of the Dealer and pay all operational and maintenance expenses.
8. Properly maintain the appearance of the car.
9. Provide garaging for the vehicle to the satisfaction of the Dealer.
10. Return the car to the Dealer on expiration of assignment and pay for servicing or repairs necessary to put the car in the same condition as received, except for normal wear and tear.

III. THE LOCAL DEALER AGREES TO:

1. Provide the School for its EXCLUSIVE use a current model car(s) properly licensed, equipped with dual controls, outside mirrors on both right and left, and heater with defroster where required, for the period noted.

Number of Cars Covered by This Agreement:

Make of Car Year

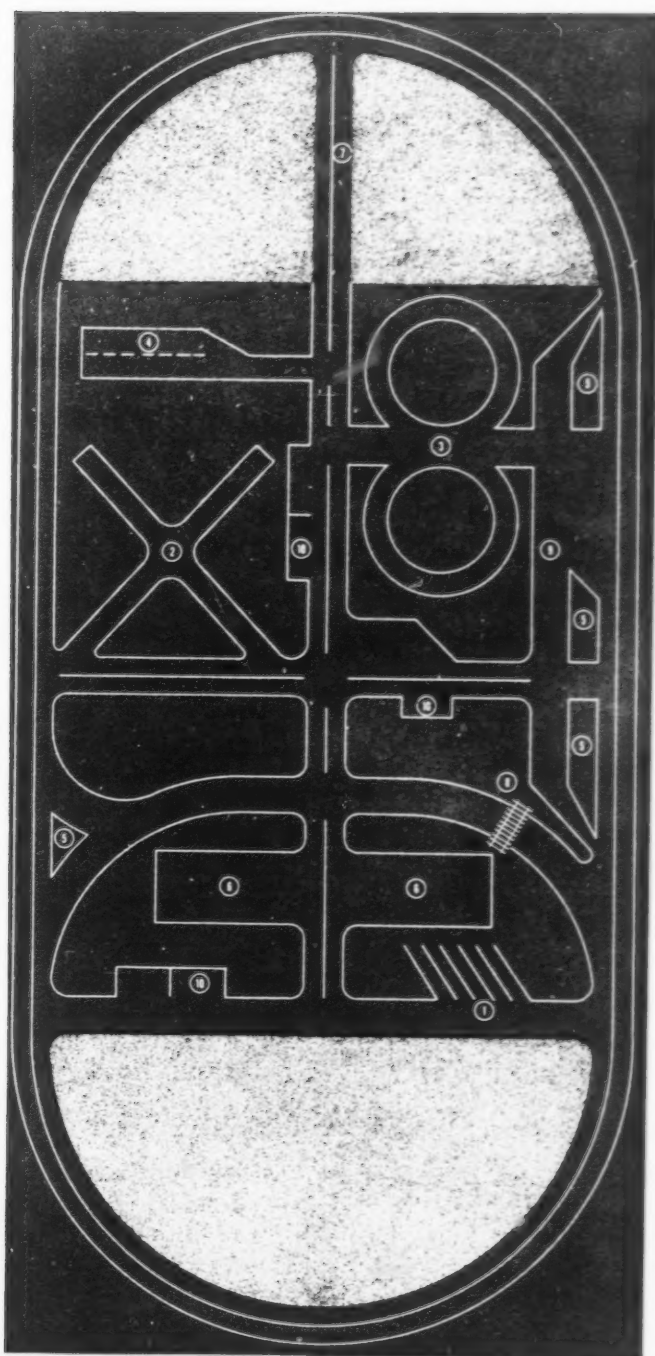
Type of Transmission

Period: to

This agreement shall take effect when SIGNED by persons authorized for the organizations involved.

SCHOOL Street..... City..... State..... Signature for school..... Title.....	AAA CLUB Street..... City..... State..... Signature for club..... Title.....
DEALER Street..... City..... State..... Signature for dealer..... Title.....	Date of last signature..... 3736-D JULY - 1984

BREVARD COUNTY MULTIPLE CAR FACILITY (FLORIDA)



BREVARD COUNTY MULTIPLE CAR FACILITY (Florida)



(Original facility shown above. Changes and improvements can be noted in the diagram.)

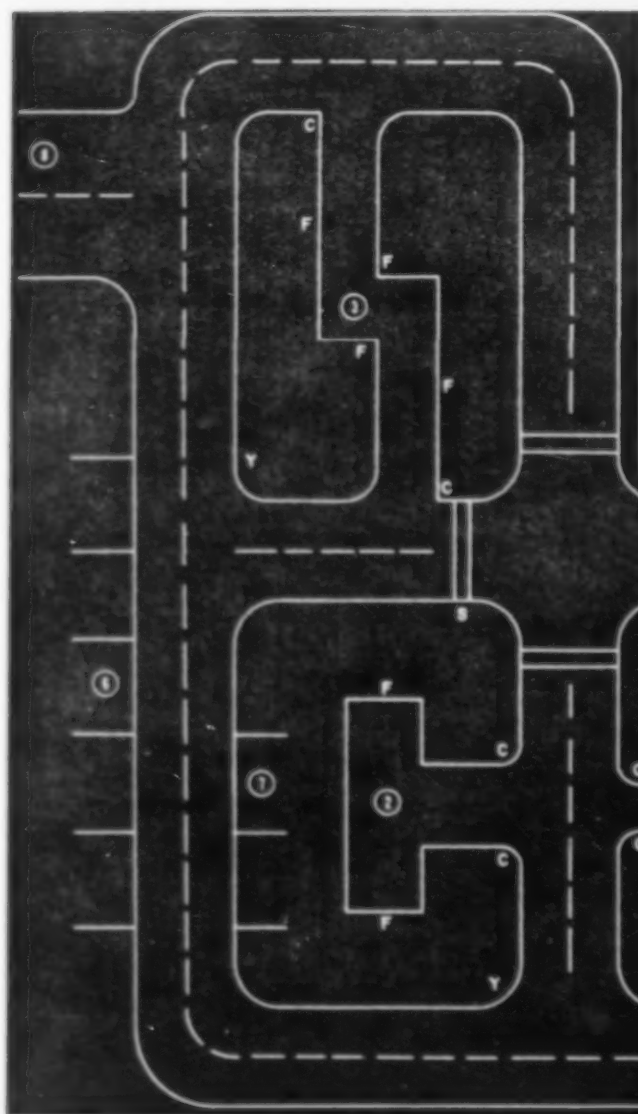
Key to design

- 1 ANGLE PARKING
- 2 "X" EXERCISE
- 3 FIGURE EIGHT
- 4 DOUBLE GARAGE
- 5 TRAFFIC ISLAND
- 6 TURN ABOUT
- 7 HILL
- 8 RAILROAD CROSSING
- 9 ONE WAY STREET
- 10 PARALLEL PARKING

DIMENSIONS:

- SINGLE LANE 12'-0"
- DOUBLE LANE 24'-0"
- FIGURE EIGHT INTERIOR RADIUS 20'-0"
- FIGURE EIGHT EXTERIOR RADIUS 32'-0"
- PARALLEL PARKING 8'-0" x 24'-0"
- DIAGONAL PARKING (60') 10'-0" x 20'-0"
- RUNNING TRACK LANES 3'-0"
- TURN ABOUT 30'-0" x 60'-0"
- TOTAL WIDTH 267'-0"
- TOTAL LENGTH 537.07'
- CORNER RADII 15'-0"
- TRACK LINES 2" WIDE YELLOW
- ROAD LINES 4" WIDE WHITE
- PARKING LINES 4" WIDE YELLOW

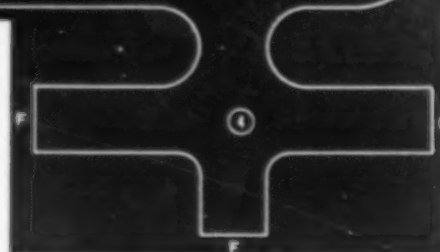
MULTIPLE CAR FACILITY, HORSEHEADS, NEW YORK



MULTIPLE CAR FACILITY
HORSEHEADS, NEW YORK

Key to design

- | | |
|------------------|------------------------------|
| S — STOP SIGN | 2 — OFF-SET EXERCISE |
| Y — YIELD SIGN | 4 — "X" EXERCISE |
| C — TRAFFIC CONE | 5 — ANGLE PARKING |
| F — FLAG | 6 — PARALLEL PARKING |
| 1 — FIGURE EIGHT | 7 — PARALLEL PARKING (LEFT) |
| 2 — "T" EXERCISE | 8 — TURN-ABOUT AREA (Y TURN) |



TOTAL WIDTH 260'
TOTAL LENGTH 285'

APPLICATION FOR REIMBURSEMENT FOR DRIVER EDUCATION
(MUST BE IN TRIPPLICATE)

Year _____

NOTE: FORMS MUST BE ON FILE IN STATE DEPARTMENT OF
EDUCATION BY JUNE 30 OF FISCAL YEAR FOR WHICH
REIMBURSEMENT IS SOUGHT.

In compliance with the Highway Safety Act (R-521, Act No. 362)
of 1965, the following information is submitted:

Name and address of school _____

County _____ School District _____

Date of Report _____ School Year _____ Semesters Covered _____

ITEMIZED EXPENDITURES:

Instructor (include only that portion of the total salary di-
rectly applicable to driver education) \$ _____

Instructor (salary for summer session only on per hour
basis) \$ _____

Insurance on car and students \$ _____

Cost of car if school buys it \$ _____

Gas, oil, grease, tires, dual controls, repairs, etc. \$ _____

Classroom materials, including tests, driving guides, films,
slides, workbooks, etc. \$ _____

Driver education equipment: steering models, rear view mir-
rors, ball brake tester, dual controls, signs, brake deto-
nator, reaction time tests, demonstration aids, working
models, vision tests, etc. \$ _____

Driving Simulators: AETNA DRIVER TRAINER \$ _____

ALLSTATE DRIVER TRAINER ... \$ _____

OTHERS (Specify) \$ _____

Other Expense (attach itemized list) \$ _____

Total funds expended for driver education \$ _____

Average expenditure per student completing the course.... \$ _____

TOTAL AMOUNT OF EXPECTED

REIMBURSEMENT \$ _____
(Multiply \$30 by the number of students *successfully*
completing the driver education course)

Upon approval of this application, each school shall receive an amount equal
to the actual cost, but in no case to exceed \$30 per student, for each student
successfully completing the driver education course; provided that the
amount budgeted during the fiscal year shall be less than the sum necessary
to meet the maximum of \$30 per student, funds shall be prorated on the
basis of the total number of students successfully completing the approved
course in driver education in the state.

This is to certify that _____ certified teacher(s) have taught an
approved course in driver education and that _____ students have
successfully completed 30 hours of classroom instruction and 12 hours
of in-car instruction of which 6 hours is behind-the-wheel driving.

SIGNED: _____, Superintendent

SIGNED: _____, Principal

DRIVER EDUCATION TEACHERS

SIGNED: _____ Instructor Certificate No. _____

SIGNED: _____ Instructor Certificate No. _____

SIGNED: _____ Instructor Certificate No. _____

(Additional instructors involved on attached sheet)

Note: All students' records pertaining to driver and traffic safety education
must be maintained for three years following course completion.

(Please fill in each blank space)

COURSE GIVEN IN:

Fall Semester	(No. Students)
Spring Semester	(No. Students)
Credit Offered	Amount
Total Students Enrolled, Grades: 9 (), 10 (), 11 (), 12 ()	
Total Students Completing	
Total Students Receiving Credit	
NOTE: If the number of students receiving credit is not the same as students completing course, please explain on separate sheet.	
Use of car(s) for instructional and training pur- poses	(Miles Driven)
Use of car for other than this course	(Miles Driven)
List Other Uses	

Cost of instructor participation in traffic safety conferences,
seminars, related study courses (circle related item) ... \$ _____
(attach list)

ADULT EDUCATION DRIVER EDUCATION

Number of participants in a 30 and 6 course
Number completing course
Number of participants in refresher course
(length of course)
Number of participants referred to a special course for traf-
fic violations
(length of course)

OUT OF SCHOOL YOUTH

Number of participants in regular course
Number completing
Number granted credit

PRIVATE OR PAROCHIAL SCHOOL YOUTH

Number of participants in regular course
Number completing
Number granted credit

Federal funds received by school for equipment, salaries, etc. for
this subject (attach explanation) \$ _____

Research, innovations or studies in process at school which may
add to or improve the program (attach explanation) \$ _____

NOTE: Much of the information requested will provide a foun-
dation for continuing research to implement and im-
prove driver and traffic safety education.

RETURN THESE COMPLETED FORMS TO: Lonnie L. Dunlap, Super-
visor of Driver Education,
State Department of Edu-
cation, Rutledge Building,
Columbia, South Carolina
29201.

SUGGESTED FORM LETTER TO PARENTS
AT CONCLUSION OF COURSE

Date _____

Dear Parents:

Your son (daughter) has (has not) satisfactorily completed a State Approved Driver Education Course. His (her) final grade will appear on the report card.

He (she) has acquired certain fundamental knowledges and basic skills. This does not necessarily mean that he (she) is an experienced or skilled driver. With your continued cooperation and guidance, we feel that he (she) will develop the necessary competence. When you feel that he (she) is sufficiently qualified, you may wish to have him (her) apply for an operator's license.

Phases of driving in need of improvement are checked below.

- | | |
|--|---|
| ☐ Steering in a straight line | ☐ Parallel parking |
| ☐ Backing the car | ☐ Angle parking |
| ☐ Shifting gears | ☐ Parking, upgrade and downgrade |
| ☐ Hand-over-hand steering | ☐ Overtaking and passing |
| ☐ Heavy traffic driving | ☐ Driving at night |
| ☐ Turning car around in width of street | ☐ Driving under unfavorable conditions |

While your son (daughter) has practiced many of the skills needed for safe driving, he (she) has not, in the limited time available, been able to develop judgments of traffic situations which are essential to safe driving. You can help if, while riding with your son (daughter), you will point out traffic situations that may lead to trouble unless proper techniques are used. While it is easy to maneuver a car around a corner or straight down the road, only the expert driver keeps out of trouble by making allowances for the mistakes of others.

We wish to thank you for your fine cooperation.

Sincerely,

Principal

Instructor

STATE HIGHWAY DEPARTMENT
COLUMBIA
SOUTH CAROLINA
MINIMUM STANDARDS AND CONDITIONS OF OPERATION
FOR DRIVER TRAINING SCHOOLS
IN SOUTH CAROLINA
(For Commercial Schools Only)

Pursuant to authority contained in Section 4 of the 1954 Act of the General Assembly of South Carolina, Entitled "An Act to Provide For The Licensing And Regulation Of Motor Vehicle Driver Training Schools By The State Highway Department, And To Provide Penalties For The Violation Of This Act," approved March 18, 1954, the following minimum standards for the operation of Driver Training Schools authorized to be licensed under the provisions of said Act are hereby established, and the following conditions under which such schools may be operated are duly prescribed, to wit:

SECTION 1. License Application—Every person, firm, or corporation preparing to engage in the business of conducting a driver's school, except as provided in Section 3 of the Act, shall, prior to engaging in such business, secure a license for this purpose. Application shall be made on an officially approved form and shall be submitted to the Motor Vehicle Division, State Highway Department.

Renewal application shall be submitted for approval at least 10 days prior to the expiration date of the present license.

Every application must be accompanied by the following supplementary documents:

1. Specimen copies of each record of agreement between trainee and school;
2. A schedule of services to be performed by licensee;
3. Samples of forms of receipts used by school;
4. Schedule of fees for instruction;
5. Copies of manuals of instruction, course outlines, and other teaching materials used by the school;
6. Evidence of the satisfactory completion of a course of Driver Education and Training by each instructor of the training school as required by the following rules and regulations;
7. Evidence of insurance coverage as required by these regulations;
8. License fee as provided by State law (\$50.00) payable to the State Highway Department.

If application for a license is made by an individual, it must be signed by such individual. In case of a partnership, the application must be signed by each partner. In the case of a corporation, the application must be signed by an officer thereof. Application shall be made on a form provided by the State Highway Department and shall include a complete list of all owners and stockholders of schools, with addresses.

SECTION 2. Display of License—Upon approval of an original application or renewal thereof, the Highway Department will issue a license to the applicant. Such license must be conspicuously displayed at all times in the licensee's principal place of business.

A licensed driver's school, or branch thereof, may be moved to an address other than that on record with the State Highway Department. It is required, however, that upon any change of any address or location that the licensed school shall notify the State Highway Department immediately in writing.

It is further required that if the operator of a licensed driver training school operates branch schools or conducts training in some locality or municipality other than where the school is licensed, the licensee shall furnish in writing to the State Highway Department the place of training, the schedule of training, and full information as to the instruction being given.

SECTION 3. Standards of Operation—No person, firm, or corporation will be issued a license until the following requirements are met:

- A. Each vehicle used in Driver Training work by a licensee must first be inspected by an authorized representative of the State Highway

Department and certified as being properly licensed, and equipped as required by these regulations, and mechanically safe for Driver Training use. Each such Driver Training vehicle shall have the name of the school and the words "Driver Training Car" conspicuously displayed on each side and on the rear;

- B. Each vehicle used in Driver Training must be a recent model, not more than 5 years old, with special equipment as follows: operable extra brake, extra clutch pedal (if a gear-shift vehicle), rear-view mirror placed on the inside of the car, 2 outside rear-view mirrors, one on each side of the vehicle, a seat belt for the student driver, the instructor and one for each student being trained, cushions for proper seating of students and all such special equipment shall be subject to the approval of the State Highway Department. Such vehicles shall be equipped with controls as approved by the State Highway Department;
- C. Vehicles used in Driver Training shall be inspected by an authorized representative of the State Highway Department before original licensing of the school and before each annual renewal, and at such other intervals as State law may require.

SECTION 4. Instructor's Requirements—

- A. Each Driver Training instructor shall have successfully passed an instructor's Driver Training Course of at least 40 hours of instruction, consisting of classroom teaching and behind-the-wheel training, approved by the State Highway Department, preferably with certification by the State Department of Education.

Evidence of completion of such a course of training by all instructors must be presented by the applicant for the license of a Driver Training School and upon application for the renewal of a license or upon employment of any instructor by licensee. **PROVIDED THAT—**at the discretion of the State Highway Department, an instructor may be granted a temporary permit in lieu of the 40-hour instructor's Driver Training Course until the next course of such training is conducted. Such temporary permit shall become void when, and if, the instructor fails to attend the first training course available after issuance of the temporary permit.

- B. Each instructor shall also have passed a "Driver Instructor's Examination" and have obtained a Driver Instructor's Permit from the State Highway Department.
- C. No license to operate a Driver Training School shall be issued until at least one instructor has successfully passed the required 40-hour instructor's training course and obtained a Driver Instructor's Permit as required by these regulations. **PROVIDED —** a temporary permit as here specified will be recognized in lieu of the required training.
- D. After June 30, 1969, each instructor must successfully pass an examination given by the South Carolina State Highway Department every 4 years.

SECTION 5. Records—Every licensee shall maintain a permanent record of the name and address of every person given instruction of any kind. Such record will include the date, type, and duration of instruction, name of instructor, Driver Instructor's Permit number, identification of vehicle used in the behind-the-wheel training, and fee charged.

The original of such agreement shall be given to the student and a carbon duplicate must be retained by the school and become a part of the permanent record thereof. Such records must be maintained by the Driver Training School for a period of at least 2 years.

The record of agreement shall show:

- A. Name and address of licensed school;
 - 1. Place (city or town) where training is given,
- B. Number of lessons to be given;
 - 1. Number of classroom lessons,
 - 2. Number of behind-the-wheel lessons,

C. Length of lessons to be given;

1. Classroom,
2. Behind-the-wheel,

D. Type of vehicle—whether a standard vehicle equipped with dual controls, automatic transmission, etc.

E. Each record of agreement shall contain the following statement: "This constitutes the entire agreement between the school and the student and no verbal statements or promises will be recognized";

F. Fees to be charged.

All records will be subject to inspection at any time by an authorized representative of the State Highway Department.

SECTION 6. *License Not Transferable*—Licenses are not transferable. In the event of any change of ownership or controlled interest in the business, application for a new license must be filed immediately with the State Highway Department. In every event the Highway Department shall be notified in writing of any change in ownership, including partial ownership change.

SECTION 7. *Insurance*—No license may be issued to any driver training school until the licensee has filed with the State Highway Department written evidence, to be shown on the original application and any renewal thereof, to show that the school has vehicle liability insurance adequate to protect the public from such damages as may result from any traffic accident involving any vehicles operated by the school for training purposes.

The Driver Training School shall furnish evidence of such insurance coverage in the form of a letter or certificate from the insurance carrier, which shall stipulate that the State Highway Department shall be notified when the policy expires or if it is cancelled.

A. In the event of cancellation or expiration of such insurance, such vehicle may not thereafter be used for driver training purposes, unless new coverage is secured as required by these regulations.

SECTION 8. *Location*—No license may be issued to a Driver Training School operated within 1,500 feet of a building in which motor vehicle registrations or drivers' licenses are issued to the public. The said distance of 1,500 feet shall be measured along the public streets by the nearest route from such place of business, or branch thereof, to such building.

Soliciting of business on the property occupied by the State Highway Department licensing offices, or within 1,500 feet of such offices, will be grounds of revocation of a Driver Training School License.

SECTION 9. *Advertising*—

A. No Driver Training School shall publish, advertise, or intimate that a driver's license is guaranteed or assured. The display of signs such as "License or plates secured here" is forbidden and the use of the word "STATE" in any sign or other media of advertising shall not be allowed. Signs and advertisements may be as follows: "This school is licensed by the State of South Carolina." Reference to being licensed by the State Highway Department cannot be used or displayed in any form of advertisement.

B. No application for a Driver Training School shall be accepted where the applicant has adopted an assumed name similar in respect, to the assumed name of a school already licensed, or has adopted any name similar to any State or National Organization or activity that might be misleading to the public, unless such name be approved by the State Highway Department.

SECTION 10. *Suspension, Revocation, Refusal to License or Renew*—The State Highway Department may suspend or revoke a license or refuse to license or refuse the renewal of a license to operate a Driver Training School for any of the following causes:

A. The conviction of the licensee or any partner, officer, agent, or employee of such licensee, of a felony, or of any crime involving violence, dishonesty, deceit, indecency, degeneracy, or moral turpitude.

B. Where the licensee has made a material false statement or concealed a material fact in connection with the operation of the Driver Training School or in connection with the application for license or renewal thereof.

- C. Where the licensee has failed to comply, or violated, any of the provisions of any Act passed by the General Assembly providing for the licensing and regulation of motor vehicle Driver Training Schools, or where the licensee has failed to comply or violates the rules and regulations established by the State Highway Department for the enforcement of this Act.
- D. Where the licensee or any partner, officer, agent or employee of such licensee has been guilty of fraud or fraudulent practices in relation to the business conducted under the license or has been guilty of inducing another to resort to fraud or fraudulent practices in relation to securing for himself or another a license to drive a motor vehicle.

BIBLIOGRAPHY

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- Glen, Harold T., *Youth at the Wheel*. Charles A. Bennett Co., Inc., 809 West Detweiller Drive, Peoria, Illinois 61614.
- Halsey, Maxwell, *Let's Drive Right*. Scott Foresman and Company, 120 East 23rd Street, New York, New York 10010.
- Kearney, Paul W., *Highway Homicide*. Crowell, Thomas Y., Company, 201 Park Avenue, South, New York, New York 10003 (1966).
- . *How To Drive Better and Avoid Accidents*, 2nd Rev. Ed., 1964, Crowell, Thomas Y., Company, 201 Park Avenue, South, New York, New York 10003.
- Laver, A. R. and Pawlowski, Joseph G., *Tomorrow's Drivers*. 1965, Lyons and Carnahan, Affiliate of Education Division of Meredith Publication Company, 407 East 25th Street, Chicago, Illinois 60616.
- Smith, Truman E., *The Road Ahead*. Burgess Publishing Co., 426 South 6th Street, Minneapolis, Minnesota 55415.
- Stack, Herbert and Leon Brody, *Highway Safety and Driver Education*, Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1954.
- Stack, Herbert et al., *Man and the Motor Car* (Sixth Edition). Prentice-Hall, Inc., Englewood Cliffs, New Jersey, 1962.
- Strasser, Marland et al., *When You Take the Wheel*. Laidlaw Brothers, Thatcher and Madison Avenues, River Forest, Illinois 60305.

INFORMATIONAL BULLETINS

- Available From
The American Automobile Association
1712 G Street, N.W., Washington, D. C. 20006
- AAA Driver Education Publications
- Aids for Dealers Loaning Dual-Control Cars
 - Driver Education Equipment Catalog
 - Driver Education for the Youth of the Nation
 - Driver Education Reduces Accidents and Violations
 - Driver Education Saves 5,500 Lives
 - Driver Education Services of the American Automobile Association
 - Driver and Traffic Safety Education
 - Driving Ranges
 - Fatality Hazard Greater for Young Drivers
 - Insurance Rates for Trained Drivers
 - Safety Posters
 - School Bus Patrols
 - State Aid for Driver Education
 - Summer Driver Education Courses

OTHER SOURCES OF MATERIALS

- Aetna Life and Casualty, 151 Farmington Avenue, Hartford, Conn. 06115
- Drivotrainer Information Kit

Allstate Insurance Co., 7447 Skokie Blvd., Skokie, Ill. 60077
 A Teenage Pattern
 Automotive Safety Foundation, 200 Ring Bldg., Washington, D. C. 20036
 Teenage Driving Facts
 Chrysler Corporation, P. O. Box 1919, Dept. B, Detroit, Mich. 48231
 To the Parents of a Teenage Driver
 The Ever Increasing Need of Driver Education
 Frankemuth Mutual Insurance Co., Frankemuth, Mich.
 Sports and Driving Quiz
 General Motors, Detroit, Mich. 78202
 American Youth Magazine
 Be an A-C-E Driver
 Hardward Mutuals, Monitor Bldg., 600 N. Harvey, Oklahoma City, Okla. 73102.
 Safe Driving is More Fun
 Highway Visibility Bureau, 520 N. Michigan Ave., Chicago, Ill. 60611.
 A Program for Safer Driving Through Better Visibility
 South Carolina State Department of Education
 Rules and Regulations for Driver and Traffic Safety Education
 South Carolina State Highway Department, Box 191, Columbia, S. C. 29201
 South Carolina Drivers Handbook
 National Safety Council, 125 N. Michigan Ave., Chicago, Ill. 60611
 Student Accident Reporting Guidebook
 Kemper Insurance Group, 4750 N. Sheridan Road, Chicago, Ill. 60601
 The Way to Go
 Rubber Manufacturers Association, 444 Madison Ave., New York, N. Y. 10022
 Consumer Guide to Tire Care

SOURCES OF HELP FOR DRIVER EDUCATION PROGRAMS

American Automobile Association, 1712 G Street, N.W., Washington, D. C. 20006
 Auto Industries Highway Safety Committee, Inc., 2000 K Street, N.W., Washington, D. C. 20006
 Automotive Safety Foundation, 200 Ring Building, 1200 18th Street, N.W., Washington, D. C. 20036
 Insurance Institute for Highway Safety, Watergate Office Bldg., 2600 Virginia Avenue, N.W., Washington, D. C. 20037
 National Commission on Safety Education, 1201 16th Street, N.W., Washington, D. C. 20036
 National Safety Council, 425 N. Michigan Avenue, Chicago, Illinois 60611

SOURCES OF AUDIO-VISUAL MATERIALS

Aetna Life Affiliated Companies, Education Department, 151 Farmington Ave., Hartford, Conn. 06105
 American Automobile Association, 1712 G St., N.W., Washington, D. C. 20006
 (ETV Tapes and Films by Harold O. Carlton)
 American Oil Company, 910 S. Michigan Ave., Room 1047, Chicago, Ill. 60605
 American Seat Belt Council, Film Library, 4717 N. Highland Avenue, Hollywood, Calif. 90028
 American Telephone and Telegraph Co., Film Dept., 195 Broadway, New York, New York 10007
 Association Films, Inc., 347 Madison Avenue, New York, N. Y. 10017
 Bureau of Safety, 20 N. Wacker Dr., Chicago, Ill. 60606
 Carl Ross Films, 57 E. Jackson Blvd., Chicago, Ill. 60604
 Charles Cahill and Associates, Inc., 5746 Sunset Blvd., Hollywood, Calif.
 Cornell Film Co., 1501 Broadway, New York, New York 10036
 Dallas Jones Production, Inc., 430 W. Grand Ave., Chicago, Ill. 60610

Encyclopaedia Britannica Films, Inc., 1150 Wilmette Ave., Wilmette, Ill. 60610
 Ford Motor Company, Motion Picture Dept., 3000 Schaefer Rd., Dearborn, Mich.
 Foundation for Universal Driver Education, 718 N. Maclay Ave., San Fernando, Calif. 91340
 General Motors Corporation, 3044 W. Grand Blvd., Detroit, Mich. 48122
 General Picture Production, Inc., 621 Sixth Ave., Des Moines, Iowa 50309
 International Film Bureau, 332 S. Michigan Ave., Chicago, Ill. 60604
 Jam Handy Organization, 2421 E. Grand Blvd., Detroit, Mich. 48211
 Math-U-Matic, Inc., 611 W. Sheridan, Oklahoma City, Okla. 73102
 Mutual Insurance Company, Columbia, Mo.
 National Education Association, National Commission on Safety Education, 1201 16th Street, N.W., Washington, D. C. 20036
 National Safety Council, 425 N. Michigan Ave., Chicago, Ill. 60611
 Portland Cement Association, 33 W. Grand Ave., Chicago, Ill. 60610
 Progressive Pictures, 6351 Thornhill Dr., Oakland, Calif. 94611
 Seiberling Tire and Rubber Co., Public Relations Dept., Akron, Ohio
 Shell Oil Co., 50 W. 50th Street, New York, N. Y. 10020
 Sid Davis Productions, 1418 N. Highland Ave., Hollywood, Calif. 90028
 South Carolina State Highway Department
 State Department of Education, Audio-Visual Library, 1513 Gervais Street, Columbia, S. C. 29201
 Sterling Movies, U.S.A., 375 Park Ave., New York, N. Y. 10022